

13 November 1970

**MEMORANDUM FOR: All Deputy Directors and Staff Chiefs**

**SUBJECT :** Executive Director-Comptroller Memorandum, dated 2 November 1970 entitled: "Implementation of OMB Circular A-44 (Revised) dated 16 February 1970"

**REFERENCE :** (a) Subject  
(b) OMB Circular No. A-44 (Revised)  
(c) Agency Management Improvement Program Implementation Instruction

1. In compliance with reference (b) a formal Agency-wide management improvement program is established. Reference (c) sets forth the policies, procedures and guidelines and assigns responsibilities for carrying out the program.

2. Each Directorate and Staff should prepare a consolidated report which contains the following sections:

Section I	Management Effectiveness Goals (FY 1971)
Section II	Cost Reduction Goals (FY 1971)
Section III	Management Effectiveness Accomplishments (FY 1970)
Section IV	Cost Reduction Accomplishments (FY 1970)

3. Instructions covering the preparation of Sections I and II are detailed on page 3 of reference (c), except that these sections will cover the current and not the upcoming fiscal year. Both statistical and narrative reports should be prepared where possible.

4. Instructions concerning the preparation of Sections III and IV are detailed on pages 3 and 4 of reference (c). Where possible, both narrative and statistical reports should be prepared.

5. It would be appreciated if all Directorates and Staffs submitted their reports as required in Section IX (Reference c) to this Division on or before 14 December 1970 so that a consolidated office report can be submitted by the due date. Any questions concerning this program can be referred to [ ] of this Division.

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[ ]  
Chief,  
Executive and Planning Division

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Attachments:  
As Stated Above

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OS/EPD [ ] gf (13 November 1970)

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Remarks:

*I briefed morning staff meeting & said you would prepare coordinated report.*

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DATE

6 NOV 1970